

## *Balance Sheet Codes*

<b><i>BGRP</i></b>	<b><i>BCAT</i></b>	<b><i>BCLS</i></b>	<b><i>BACC</i></b>	<b><i>Account Name</i></b>	<b><i>Definition/Description/Uses</i></b>
10	10	100	1010	Cash on Hand	Physical possession of cash or other monies at the agency location until deposited with the State Treasurer or financial institution. State Fiscal Rule 6-1 requires all cash to be deposited with the State Treasurer by the last working day of the month.
10	10	110	1011	Change Funds	A fund established by a state agency or institution that receives cash to allow the agency or institution to make change. No disbursements or incidental expenses should be paid from a change fund. The fund must be approved by the State Controller or appropriate delegee. See State Fiscal Rule 6-2.
10	10	120	1012	Petty Cash Funds	A fund established by an agency or institution used to make cash payment for small incidental expenses. Appropriate documentation supporting the cash payment should be maintained. The fund can not exceed \$2,500 and must be approved by the State Controller or appropriate delegee. See State Fiscal Rule 6-2.

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10	11	140		Imprest Checking	<p>These accounts are used to record cash balances in agency checking accounts outside of the State Treasury that are used for minor disbursements or for a specific purpose. Periodically the account should be reimbursed from treasury cash based on actual disbursements. Account 1030 is used when the account is to pay general operating expenditures of the agency. Account 1031 is used when the purpose of the account is for employee payroll payments. Account 1032 is used for other balances not for the general operation of the agency or employee payroll purposes.</p>
10	11	150		Restricted Checking	<p>These accounts are used to record cash balances in agency checking accounts outside of the State Treasury the use of which is restricted for a specific purpose. Periodically the account should be reimbursed from treasury cash based on actual disbursements. Accounts 1040 to 1042 list specific purposes. If the purpose of a restrict checking account is not listed here, use the "Other" account -1043.</p>
14	14	200		Short-Term Investments with State	<p>Account 1200 should be used to record any investment (i.e., securities) held by an agency that is short-term in nature. As a general rule, investments with an original maturity of less than 12 months are considered short-term. These investments may either be physically held by the agency or in the possession of the state treasurer in the agency's name. Account 1201 should be used to record any unamortized premium or discount related to a short-term investment recorded in account 1200.</p>

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14	14	210		Short-Term Investments with Trustee	Account 1210 should be used to record any investment (i.e., securities) held by a bank or other financial institution as trustee for a state agency that is short-term in nature. As a general rule, investments with an original maturity of less than 12 months are considered short-term. Account 1211 should be used to record any unamortized premium or discount related to a short-term investment recorded in account 1200.
18	21	230		Taxes Receivable	These accounts are used for amounts owed to a state agency by individuals or organizations (not other state agencies and institutions) for uncollected taxes. The related allowance accounts are 1316 and 1317.
18	23	270	1326	Tax Liens Receivable	This account and its relate allowance ( 1327) is used for amounts owed to a state agency by individuals or organizations (not other state agencies and institutions) for uncollected taxes where a lien has been filed.
18	24			Accounts Receivable, Net	Accounts in this balance sheet category, excluding 1342 and 1343, are used to report amounts owed to an agency or institution of the state by individuals or organizations (not other state agencies and institutions) for goods and services rendered, licenses, and other fees. The related allowance accounts are 1331, and 1335.
18	24			Accounts Receivable - Net	This accounts represents amounts due to the State of Colorado for goods or services provided in the normal course of business. These accounts should not be used to record amounts due from other funds, state agencies or governments.

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18	24	300	1332	Accounts Rec - Students	This account is used for amounts owed to an institution of higher education by a student or former student for such items as tuition, lodging, meals, books, fees, etc. These receivables do not include student loans or notes. The related allowance account is 1335
18	24	310	1342	Accounts Receivable - Other	This account and its related allowance account (1343) should only be used when a more specific receivable account does not exist in the chart of accounts.
18	24	325	1345	Restricted Accounts Receivable	This account and its related allowance account (1346) are used for amounts owed to an agency/institution that is restricted by the State Constitution or an external party including bond covenants.
18	24	330		Unbilled Accounts Receivable	This account and its related allowance account (1349) is used to report amounts that are receivable from external parties where an agency has entered an agreement not to bill the other party. If used, this account may need to be reclassified in a postclosing entry so that the nature of the underlying receivable can be reported.
18	25			Unbilled Accounts Receivable - Net	This account is used when a receivable exists but no billing has been submitted for it. It is primarily used for management reasons such as complying with an agreement not to bill an earned receivable. This account rolls up to "Other Receivables" for financial reporting purposes.

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18	26	340		Intergovernmental Receivables	These accounts are used for amounts due from other governments including amounts due under contracts and grants from the federal government. An allowance account is provided (1359) although it should only be used in unusual circumstances.
18	27			Notes/Loans Receivable	These accounts are used for amounts owed to agencies and institutions of the state as a result of loans the state has made to individuals, organizations, other state agencies, local governments and institutions. The related allowance accounts are 1361 and 1363.
18	27	350	1360	Notes Receivable	An unconditional written promise, signed by the maker, to pay a certain sum on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. Notes receivable represent a more formal debtor-creditor relationship than the normal accounts receivable.
18	27	360	1362	Loans Receivable	Sums of money given to an external party or organization with a written agreement to repay the principle amount, and interest when applicable, at agreed upon fixed intervals of time in the future.
18	29	390		Interfund Receivables	These accounts are used for amounts owed to a fund within an agency/institution by another fund in different fund category (either within or external to the agency/institution) for goods and services provided or other types of transactions. Because of the importance of balancing the interfund receivables and payables, no allowance account is provided for these accounts.

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18	30	400		Intrafund Receivables	These accounts are used for amounts owed to a fund within an agency/institution by another fund in the same fund category (either within or external to the agency/institution) for goods and services provided or other types of transactions. Because of the importance of balancing the interfund receivables and payables, no allowance account is provided for these accounts.
18	31	405	1395	Receivable from Component Units	This account is used for amounts owed to an agency/institution by a component unit of the state. See the listing of state component units in the most recent Comprehensive Annual Financial Report. Do not use this account for amounts due from a related party.
26	35	430		Prepaid Expenses	These codes are used to record the disbursement of cash prior to the goods or services being received by the agency or institution. The appropriate prepaid code should be used to properly classify the type of prepayment.
26	37	440		Advances	Temporary loan of cash to an employee in travel status or to an external organization. Advances should be repaid within one year. The appropriate code should be used to properly classify the type of advance. These accounts should not be used to record advances between funds.

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30	43	480		Long-Term Investments with State	Account 1600 should be used to record any investment (i.e., securities) held by an agency that is long-term in nature. As a general rule, investments with a maturity of 12 months or more are considered long-term. These investments may either be physically held by the agency or in the possession of the state treasurer in the agency's name. Account 1601 should be used to record any unamortized premium or discount related to a long-term investment recorded in account 1600. Account 1602 should be used to record any estimate of loss reasonably expected to be incurred related to a long-term investment.
30	43	490		Long-Term Investments with Trustee	Account 1610 should be used to record any investment (i.e., securities) held by a bank or other financial institution as trustee for a state agency that is long-term in nature. As a general rule, investments with a maturity of 12 months or more are considered long-term. Account 1611 should be used to record any unamortized premium or discount related to a long-term investment recorded in account 1610. Account 1612 should be used to record any estimate of loss reasonably expected to be incurred related to a long-term investment held by a trustee.
34	46	510		Other Long-term Assets - Receivables	The receivable accounts in this balance sheet class are used to record long-term intra and interfund receivables between funds and long-term loans receivable. Long-term is defined as not due for payment within the next twelve months.
34	46	510	1710	Deferred Charges	This account records expenditures which are chargeable to a future fiscal period(s). Examples of proper use would be the amortization of material bond issuance costs over the life of the debt and expenditures related to summer tuition.

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38	51	530	1810	Improvements to Land	This account is used to record the cost of betterments, meeting current capitalization requirements, made to land owned by the state that are intended to remain attached to the land. Betterments include landscaping, sidewalks, parking areas, utility lines and other similar expenditures.
38	53	550	1830	Leasehold Improvements	This account is used to record the cost of permanent improvements by the lessee to leased land or buildings that meet current capitalization requirements. The improvements should be capitalized for the duration of the lease. If the entity making the leasehold improvement is a proprietary fund type, the leasehold improvements should be depreciated over the remaining life of the lease or the useful life of the improvement whichever is shorter.
38	54	560	1842	Software	This account is used to record amounts expended for the purchase or contractual development of computer software meeting current capitalization requirements. Software purchased as part of an existing hardware system that cannot be readily assigned a separate cost should be capitalized as part of the computer equipment in accordance with equipment capitalization criteria.
38	54	560	1843	Leased Equipment	This account is used to record the value associated with leased equipment that meets the capitalization requirements, but will be returned to the vendor at the expiration of the lease term.



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46	62	640		Accounts Payable - Agency System	These accounts are used by agencies and institutions that use a system other than COFRS to record the details of their accounts payable. At the end of the reporting period, these agencies and institutions feed the information in summary form into these COFRS account codes.
46	62	650	2120	Accounts Payable - Other	These accounts are used by agencies and institutions that use COFRS to record their detail accounts payable information. Accounts payable entries are made directly into these COFRS account codes.
50	78	760		Accrued Liabilities	These accounts are used to record a liability for expenses that have been incurred during the current or prior period but not due until a later date. These differ from accounts payable because payment is not yet due.
54	80	780	2501	Deferred Revenue	This account is used to record cash that is received but the revenue has not yet been earned. Once the revenue is earned the account must be debited with the credit to the appropriate revenue source. Deferred revenue is not an appropriate account to use when cash is received in one fund and it will be distributed to another fund.
54	80	790	2510	Undistributed Receipts	This account is used as a default clearing account to temporarily record earned revenue until the revenue is distributed to the proper revenue account codes. This balance in this account should be zero at the end of each quarter.

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62	84	810	2710	Payable to Banks	This account is used primarily by the Department of Human Services to record its liability to Citibank for the EBTS (Electronic Benefit Transfer Services) payments. The state's settlement with Citibank (credit) represents the benefits paid for which the state is reimbursing Citibank. This account is debited when cash is transferred to Citibank. Higher Education institutions also use this account for discrepancies involving external bank accounts.
62	84	810	2712	EBTS Liability	The Department of Human Services uses this account to record the EBTS (Electronic Benefits Transfer Services) benefits that have been authorized, but are not yet paid. Debits to this account occur when the state settles with Citibank.
74	90	902	3120	Reserved for Pre-Encumbrances	Account 3120-Reserved for Pre-Encumbrances is a system generated account. The account creates a reserve of fund balance for pre-encumbrances. The account is credited any time a pre-encumbrance transaction (RQ, RX and SR) is processed, and is debited any time an encumbrance transaction (CI, PC, PD, PG, SC, OE, and PO) is processed that references a previous pre-encumbrance. This account will be cleared at Period 12 close as part of the pre-encumbrance lapse process.

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74	90	903	3130	Reserved for Encumbrances	Account 3130-Reserved for Encumbrances is a system generated account. The account creates a reserve of fund balance for encumbrances. This account is credited anytime an encumbrance transaction (PC, PD, PG, SC, OE, and PO) is processed, and is debited anytime a payment voucher (PV) is processed that references the previous encumbrance transaction. This account will be cleared at Period 12 close as part of the encumbrance lapse and roll process.
74	91	920	3210	High Ed - Fund Balance - Compensated Absence Liability	According to Higher Education Accounting Standard #18, account 3210-FB-HE Compensated Absence Liab is to be either debited or credit annually by higher education institutions to reflect the impact of the accrual of their compensated absences liability.
74	91	920	3300	High Ed - Fund Balance - Unreserved / Designated	This account should be used to segregate a portion of fund balance to indicate plans for future financial resource use. These designations reflect management's plans and may not represent legal or other external restrictions.
74	91	930	3400	Fund Balance - Unreserved / Undesignated	At the end of each accounting period and at the close of the fiscal year, COFRS automatically closes all revenue accounts (account type 31) and expenditure/expense accounts (account types 22 and 24) to this account. Except for higher education institutions, amounts in this account are considered available for future appropriation. If a department believes a portion of fund balance is not available for future appropriations, appropriate entries should be made to reserve fund balance using one of the 31XX accounts.

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78	92	940		Contributed Capital	A fund equity account reflecting the value of assets permanently contributed to a proprietary fund. Includes general fixed assets transferred to a proprietary fund or grants received that are externally restricted for capital acquisition or construction. This account is used for statewide reporting purposes and should be adjusted prior to final year end close to reflect current year contributions.
82	93	950	3600	Reserved Retained Earnings	This account is used to segregate a portion of a proprietary fund retained earnings fund balance for a particular purpose. The segregation could result from internal or external requirements.
82	93	960	3700	Unreserved Retained Earnings	This account reflects the accumulated earnings of a proprietary fund type that are not reserved for a specific purpose. The State Controller's Office does not require agencies to reclassify their fund balance accounts into any of the more detailed descriptions in this balance sheet group (i.e., Reserved Retained Earnings).
86	95	970		Investment in General Fixed Assets	These accounts are used to reflect the historical cost of the state's fixed assets. The State Controller's Office does not require agencies to reclassify their fund balance account (3800) into any of the more detailed descriptions in this balance sheet group (i.e., Investment in Gen Fixed Assets). These accounts are not used by the SCO for financial reporting, but may be used at the discretion of an agency to provide a more detailed classification of the sources of funds used to purchased fixed assets.